

INSTRUCTIONS FOR FESTIVAL/CARNIVAL SUMMARY WORKSHEET

The purpose of this worksheet is to summarize data on the detailed worksheets for festivals and carnivals. Your organization can copy totals off this worksheet directly to Attachment C to the Quarterly Report. This worksheet can also be used as an attachment to Attachment C to detail charitable gaming occurring at the Charity Fundraising Event.

Line	Instruction
1	Complete all information in this section.
2	The games listed below as numbers 3 through 7 all have cash payouts.
3	List event raffles, record event raffle receipts from line 4 of the detail receipts and payouts worksheets. Record these totals on line 3 of the Charity Fundraising Event Games section of Attachment C.
4	Record totals for card games as shown in section 5 of the detail receipts and payouts worksheets.
5	Record totals for dice games as shown in section 6 of the detail receipts and payouts worksheets.
6	Record totals for cash wheel games as shown in section 7 of the detail receipts and payouts worksheets. Games in Sections 4 through 6 will be recorded on the appropriate lines of the Special Limited Event of Attachment C.
7	Record totals for the games listed in section 8 of the detail receipts and payouts worksheets. Record the bingo totals on line 1 and the pulltab totals on line 2 of the Charity Fundraising Event Games section of Attachment C.
8	List non-cash payout games and record totals from totals columns in section 12 on the detail receipts and payouts worksheets. Attachment C data is entered on the face of the quarterly report and used in the calculation of the percent of adjusted gross receipts retained by your organization. The calculation of this percent uses the amount paid for merchandise prizes. Therefore, when entering purchased prizes on Attachment C use the numbers in the amount paid column.
9	Total all of the columns. These numbers should equal line 15 on the detail cash receipts worksheet and lines 9 and 13 on the detail payouts worksheet. These should also be the total numbers for receipts and cash and non-cash payouts on Attachment C.
10	This area of the worksheet establishes accountability for the information. The same chairperson as identified at the top of the worksheet should sign it in this area. The date should match the date of the session in Section 1.